



Noxious Weed Control Program Coordinator (Job # 3416)

Salary Range: \$53,265 - \$70,316 Annually

Closing Date: Must be received by 4:30 p.m., September 22, 2006

NATURE OF WORK

This is program coordination, administration, and supervisory work for the Pierce County Noxious Weed Control Board. An employee in this position is responsible for administering a program of noxious weed control in accordance with the State Weed Law, Policy and Procedures. The incumbent acts as a consultant offering specialized information regarding herbicide, hand pulling, noxious weeds, biological controls, and overall Integrated Weed Management (IWM) principles. The employee is expected to apply full working knowledge of the policy and procedures as set by the Board, in accordance with State Weed Law RCW 17.10, and carry out such policy and procedures. Assignments include assisting field inspectors in record keeping for potential filing of suits; providing supervision and support for field staff; communicating daily with field staff, Program Administrator and Office Assistant; ensuring field staff are documenting appropriate field notes, photos, landowner contact, and helping with the training of field staff on procedures. Additionally, the work involves writing and administering grants; assisting with on-site visits to landowners to identify noxious weeds present on their property; attending quarterly board meetings; working with local legislative representatives on local weed issues and the weed law; representing the County at meetings with agencies and at the State Weed Meeting; advertising legal proceedings; communicating and assisting state and federal legislators noxious weed issues; and being accountable for overall work of the Noxious Weed Control Board. This position must be up to date on and knowledgeable of new weed information, herbicide information, and recertification requirements. The Program Coordinator exercises considerable independent judgment and decision making authority. Work is performed under the general direction of the Pierce County Weed Board.

ESSENTIAL FUNCTIONS

Supervise and administer the overall office staff and field inspectors. Prepare annual budget with the Program Administrator. Respond to concerned landowners, advises them of need to control noxious weeds, and methods of control. Survey property, parcel size and weed control history and identify new owners by research through the Tax Assessor's Office and/or database. Issue citations to landowners who fail to comply with RCW 17.10. Communicate with the Prosecuting Attorney's Office for legal advice and court appearances. File non-compliance liens with the County Assessor-Treasurer and Auditor's Offices. Collect legal evidence of noxious weed infestations. Act as liaison with federal, state, and city government offices. Develop, apply, monitor and execute state and/or other grants. Prepare and present quarterly and annual supervisor's report to the Board. Prepare quarterly and annual meeting agendas. Prepare resolutions and policies for Board consideration. Compile an annual inventory. Develop and update visual aids, information brochures and news releases, and presents educational programs at garden clubs, schools, or other interested parties to promote program objectives in accordance with R.C.W. Chapter 17.10. Arrange and set up educational displays using audio-visual equipment, weed sample, pamphlets, and display panel. Use and operate a personal computer with a variety of software programs including GPS navigational system. Operate and maintain a boat and motor for aquatic noxious weed surveys. Solicit bids from pest control contractors and awards annual contract for weed control. Make oral presentations to the public concerning a broad spectrum of biological, chemical, and agricultural information.

RECRUITING REQUIREMENTS

Graduation from a four year college or university with a degree in Botany, Environmental Science, Agronomy or other related field. Must have two or more years of experience in noxious weeds and two or more years of experience in a management or supervisory capacity. Requires a current Washington State Driver's License, a Washington State Public Operator license, along with an ongoing upgrading of professional skills for recertification. The ability to identify noxious weed plants of the northwest is highly desired.

SUPPLEMENTAL QUESTIONNAIRE

Noxious Weed Control Program Coordinator (Job # 3090)

Instructions: This is part of the selection process and please include the following:

1. Submit a cover letter explaining your interest in applying for this position.
2. Submit a copy of your resume.
3. Provide a list of three (3) professional related references along with their phone numbers

APPLICATION AND SELECTION PROCESS

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form and a written response to the supplemental questions listed above by the closing date to the Pierce County Human Resources Department, 615 South 9th Street, Suite 200, Tacoma, WA 98405-4670. A separate application must be submitted for each job number for which you are applying. Photocopies with original signatures are acceptable. A resume in lieu of the application form and supplemental questionnaire is not acceptable. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Human Resources Department at (253) 798-7480 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

Human Resources Department (253) 798-7480 Job Information Line (253) 798-7466 TDD: (253) 798-3965
pchumanresources@co.pierce.wa.us <http://www.piercecountywa.org/jobs>